

Midland Public Library

Policy Type: **Operational**

Policy Number: **OP - 18**

Policy Title: **Proctoring**

Initial Policy Approval Date: March 2017

Last Review/Revision Date:

Year of next review: 2018

The Midland Public Library supports the lifelong learning goals of the residents of Midland & its surrounding communities. To support these goals, the Library may proctor exams for the residents of Midland and/or members of the Midland Public Library, subject to the availability of authorized staff and resources.

- Examinations must occur during the Library's regular hours of operation. Library staff will attempt to meet the scheduling needs of the examination taker. Staff has the final authority when setting the date and time of examinations. Rescheduling of test appointments is subject to the approval of the CEO.
- The student bears sole responsibility for ensuring that all examination requirements have been met.
- Midland Public Library accepts no responsibility for any charges involved in proctoring (e.g. postal charges, photocopying, etc.).
- There is no cost to Midland residents or anyone holding a valid Midland Public Library card, for this proctoring service. However, where an institution pays for the proctoring of an exam the payment should be made payable to: *Midland Public Library*.
- Anyone requesting exam proctoring that is not a local resident or does not hold a Midland Public Library Card will be charged a proctoring fee. The Library charges \$40 per student per exam up to two hours and \$50 for a three hour exam.
- The Library reserves the right to refuse the request if the student provides inaccurate or incomplete information.
- The Library will not accommodate an exam if it cannot meet conditions outlined by an institution. It is the student's responsibility to ensure Library proctors are acceptable under their institution's examination policies.
- The Library will not be liable for any missing items, papers, samples or other documents related to the exam.